

A/E Selection Guide Exhibit XVI – Source Selection Memorandum

Memorandum

DATE:

FROM: Contracting Officer, Engineering Services Seattle

TO: [Source Selection Official]

SUBJECT: [solicitation number], [project title] - Selection of Most Highly Qualified Firms

Attached for your review are:

Commerce Business Daily advertisement dated [date].

SF-254's and SF-255's for each firm interviewed by the board.

Initial individual score sheets dated [date], and summary score sheet dated [date].

Final individual score sheets and summary score sheet dated [date].

AE Selection Board Chairperson's Report with recommendation dated [date].

The Board has recommended selection of the following firms, in order of preference:

1. [Firm A]
2. [Firm B]
3. [Firm C]

As Source Selection Official, you are responsible for the final selection of firms eligible for award. You may consider only the firms recommended in the Chairperson's A-E Selection Report and must provide a written justification for selecting as most preferred a firm other than the one listed by the evaluation board as most highly qualified.

/s/Contracting Officer

0 Approved as recommended

0 Approved as revised:

1. [Firm B]
2. [Firm A]
3. [Firm C]

Justification:

/s/Source Selection Official